



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICY AND BUDGET ANALYST V

Job Number: 20001763

Job Code: 94380V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 10/16/2003

Job Revised: 02/24/2006

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

On behalf of the State Budget Director, staffs, directs and manages special policy/budget initiatives and programs of statewide importance. Responsible for maintaining the General Fund balance sheet for state government. Serves as team leader for the largest cabinets/agencies in state government. Prepares biennial budget instructions for the Executive Branch; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with either a bachelor's degree or a graduate degree.

EXPERIENCE:

Must have eight years of experience in statewide budgeting in the state budget office, OR four years of experience in statewide budgeting in the state budget office plus four years of experience in the Legislative Research Commission's budget agency or in the budget office of another state government agency.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Staffs, directs and manages high profile policy and budget initiatives on behalf of the State Budget Director. Utilizes highly developed analytical skills to identify problems and initiate policy analysis. Advises State Budget Director, Deputy State Budget Director, Secretary of the Executive Cabinet, Secretary of the Finance and Administration Cabinet and the Governor with respect to policy options concerning programs, projects and finances. Briefs senior level management regarding legislative action to include both interim committee action as well as monitoring General Assembly and staff activity during regular and special legislative sessions. Serves as the primary point of contact to assigned agencies and for assigned policy and procedural matters as an extension of the Office of State Budget Director management. Provides critical analysis of agency budget requests and capital plans on behalf of the State Budget Director and Governor. Provides consultation and advice to Executive Branch management regarding complex budgetary issues. Proposes solutions to problems and articulates, defends and/or advocates decision options. Develops budget instructions, executive budget documents, legislative and agency briefing materials. Interprets the budget bill and supportive work papers to Executive Branch agencies, department heads and others. Identifies opportunities for economies, efficiencies and savings to senior level managers and decision makers. Mentors and provides expertise to less senior staff and to agency counterparts regarding central management perspectives, gubernatorial policy and state government processes.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.